



## *Request Accommodations for a Training Session*

There are two ways to request an accommodation, depending on how the session you are interested in attending has been set up.

### *Request Accommodations Using the Accommodation Request Form*

First search for and request the session, using the typical workflow. Then, you can enter your needs in the form that displays.

1. Search for a training session you wish to attend and select its title.
2. Review the Upcoming Sessions list and decide which session you would like to attend.
3. Select the **More Actions** button (this is the dropdown arrow on the View Details button) for that session.
4. In the dropdown menu, select **Request**. If the training requires approval, the system will automatically forward your training request to your supervisor.

 For more details about requesting an **ILT Session**, refer to the Job Aid "[Register for Training](#)".

5. If the Accommodation Request Form appears, you can enter any accommodations you would like to request in the provided box, then select "**SUBMIT**". If you do not need to request any accommodations, you can immediately select "**CANCEL**". If the form does not appear, refer to the details in the next section to request accommodations using email.
  - a. Submitting an accommodations request does not mean that you are automatically "approved" to attend the session. Sessions requiring approval will follow the usual workflow to your supervisor.
  - b. The instructor for the session will receive a notification regarding your accommodations request. You will receive a copy of that message. The message is sent between 8:30-9:00 AM each morning.



# Request accommodations



## Accommodation Request Form

To request an accommodation, enter specific details about your needs in the box provided and select SUBMIT. If you do not need an accommodation, select CANCEL.

### Accommodation Request Form - Details

To request an accommodation, enter specific details about your needs in the box provided and select SUBMIT. If you do not need an accommodation, select CANCEL.:

Cancel Submit

6. To review/edit your request, go to your **Transcript**, locate the name of the session, and select **View Training Details**.
  - a. Under the "Request Form" section, the status of your Accommodation Request Form is displayed. If you need to make any changes to your request, select the Edit icon , then make your edits in the form that displays in a pop-up window, and select **Submit**.

## ***Request Accommodations Using Email***

If the Accommodation Request Form does not appear for the session, you can request accommodations using email, after registering for the session with the typical workflow. After you receive a status of "Registered" for the session, you will receive the Registration Confirmation email, which will provide details about how to request an accommodation.

1. In the email, locate the text that begins, "If you need an accommodation to join us".
2. The email address for the session's training contact will be listed. In Outlook, select the email address to open a new message addressed to the session's training contact. Explain the accommodation(s) you are requesting.